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STATISTICAL REPORT FOR ISB ACTIVITIES

for November 1955

VISUAL AIDS SECTION

1. Received a total of 45 requests for the planning and construction of Visual training aids and graphic materials for training purposes.

2. Planned and completed the art work and shop work on a total of 150 items, including sketches, graphs, drawings, signs, posters, and display items of which:

a. 1 project totaled 80 man hours or more.

3. Received a total of 8 requests for photographic aid and camera assistance, including taking still pictures, processing developing and printing.

a. Processed and developed 4 still picture requests, consisting of 23 originals totaling 35 prints.

b. Processed and developed 73 feet of opthalmograph (35 mm)

EDITORIAL AND REPRODUCTION

1. Edited 2 special instructional projects; total pages, 46 (Guide cards).

2. Edited, typed, processed and distributed 22 administrative communications--Office of Director of Training.

3. Processed 38 requests through Printing and Services Division/LO.

4. Reproduced internally, 107 requests from offices of OTR: 762 masters and/or stencils.

AUDIO AIDS SECTION

1. Number of requests handled: 109 covering 218 items.

2. Number of films procured: 128

3. Number of films projected: 71

4. Number of sound recordings made: 256 $\frac{1}{2}$ hours

5. Number of preventive maintenance checks made: 168

6. Number of emergency checks made: 21

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MAP TRAINING OFFICER

1. Number of requests for maps or services - 28
2. Number of map sheets distributed: In OTR - 68
Outside OTR - 200
3. Number of photographs distributed - 0
4. Items designed and produced:
 - a. Boundries painted on plastic map of Europe for Language Lab.
5. Number of reference requests received - 10

LIBRARY SERVICES SECTION

1. Operated the OTR Library with this volume:
 - (a) Book charges: 241
 - (b) Periodical charges: 125
 - (c) Vertical file charges: 11
 - (d) Inter-library loans ordered: 209
 - (e) Inter-library loans received: 161
 - (f) Books ordered: 500
 - (g) Books received: 612
 - (h) New periodicals received: 6
 - (i) Classified materials ordered: 25
 - (j) Classified materials received: 12
 - (k) GUIDE requests processed: 144
 - (l) Information reports scanned: 5080
 - (m) Information reports distributed: 718
 - (n) Documents distributed (Vault): 245
 - (o) Overseas requests received: 7
2. Services the sub-library collections in the following volume:

Library

Reference requests: 25
Research requests: 12
Book accessions: 17
Document accessions: 242
Inter-library loans: 25

Other Collections

Basic School

BOC: 150
Clerical Tr.: 3
Management Tr.: 22

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Intelligence School

Reading Improvement: 1
World Communism: 7

Operations School



Language and External Training School: 346

Assessment and Evaluation Staff: 8

B. Reference, research, and bibliographic functions:

1. Processed 95 reference requests.
2. Processed 17 research requests, totaling 38 man hours.
3. Conducted research and prepared 4 bibliographies, of which 1 was completed and 4 annotated, totaling 783 items and 382 man hours.
4. Published 2 issues of the GUIDE containing a total of 132 annotated items.

C. Translation requests •

1. Arranged for the translation of 3 documents, books, etc., totaling 23 pages, in 2 different languages.

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